networkMaryland Advisory Group
Monthly Meeting
September 17, 2002 10:00 am – 3:12 pm
Maryland State House
Annapolis, Maryland

ADVISORY GROUP ATTENDEES:

Margo Burnette (Vice Chair)	Steve Molnar
Richard Aldridge	William Morrow
Walter Bigalow (Alt. for J.Wood)	Susan Ockert (Alt. for L.Powell)
Jeff Blank	Patricia Wallace
Chuck Bristow	Richard Rose
Mary Clapsaddle	Paul Thorn (Alt. For B.McGrory)
Michael McCarty	Renee Winsky
Karen Millison (Alt. For R.Forsythe)	

DBM STAFF ATTENDEES:

OTHER GOVERNMENT ATTENDEES:

Suzanne Krupa	
Jodey McGhee	Mike Walsh
Mary Ann Slack	Stuart Ragland
Joe Scher	

Reported By:	Topic / Discussion	Action	Completion
M.Burnette	**Call To Order** – The Meeting was called to order at 10:03 am. • Next monthly meeting must have AM coffee. • Secretary Foster spoke of her appreciation to the members and asked that they continue to work with Margo **Introductions** – • Suzanne Krupa – Margo introduced Suzanne after she left the meeting.		
Members	**Approval of August Minutes –** The Members approved the minutes from the August meeting.	• Post approved August minutes to public web site.	✓

M.Burnette	**Past Month Team Activities** –
	• Phase I Equipment ordered and site surveys complete
	• ITPR Submittal
	• BPW approved extension of task order for Interim Managed Service
	• Audit of Phase 0 in process
	• Pricing
	    o No state law requiring reimbursable
	    o Do not expect free network – particularly with State budget situation
	    o May be subsidized to some degree
	• Removal of nwMd from Governor's conference
	    o Secretary Foster wanted all IT related topics be addressed at Technology Showcase
	• Customer Contract Agreement
	    o Incorporates Section 49 process, technical requirements, Acceptable Use Policy, SLA and Change Control Process
	• Engineering Committee Meeting
	    o October 8, Location TBD
	    o CSC technical presentation of Phase 0 and knowledge share
	• Written Legal Opinion of Authorized Customers
	• Strategic Planning Session
	    o October 4th All Day
	    o Location TBD – expect Annapolis / Baltimore area
	• RFP for Managed Services
	    o Target release date 10/10/02; award date 2/14/03
	    o Will be specific for nwMd
	• Capital Budget Submittal
	
	Upcoming Activities –
		▪ The FCC is taking effort to act on the jurisdictional issue.
		
		• Pricing to be discussed at Strategic Planning Session and documented in the Strategic Plan.
		
		• Richard Rose to coordinate a networkMaryland Panel for the Technology Showcase.
		
		• Distribute Draft Agreement by next Advisory Meeting. Need to clarify if Agreement is with 'network-and-nwMd' or 'individual entities-and-nwMd'.
		
		• Engineering Meetings are open to any MEMBERS.
		
		• Suzanne Krupa to facilitate State Agency Planning Sessions before 'Strategic Planning Session' on Oct 4th.
		
		• Coordinate Strategic Planning Session.
		
		• Resend Draft SOW to MEMBERS.
			
			✓
			
			✓
			
			✓
			✓

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	• September 27 - Communications Committee Meeting
	• October 3 - ITB
	• October 4 - All Day Strategic Planning Session
	• October 8 - Engineering Committee Meeting
	• October 15 - Advisory Group Meeting
	• October 9 - LGIS
	• October 16 - ITAC
	• October 30 - Kick-off Event
	• November 14/15 - Forum for Rural Maryland Rural Summit
	• December 4/5 - Maryland Technology Showcase
		• Richard Aldridge to introduce Margo at LGIS.
		
		• Possible Initial customers:
		   o University of Maryland (Richard Rose)
		   o Southern Maryland (Richard Aldridge)
			✓

P.Wallace	**By-Laws / Policy Committee** –
	• Acceptable Use Polices (*will be drafting statements in coming weeks; input welcome*)
	• Recruiting Additional Committee Members
	• Current Members
	   o Ron Forsythe
	   o Bob McGrory
	   o Pat Wallace
	   o Richard Rose
		• Advisory Group Members are encouraged to send comments for AUP by email to Committee Members.
		
		• Include 'Public Safety' and 'Public Health' in the AUP.
		
		• Paul Thorn to help Pat reword "Violates any applicable local, state, national or international law or any rules or regulations."
		
		• Add to the AUP:
		   o A SPAM Policy
		   o No Dot Coms
		   o Statement not to reveal weaknesses and who to report weaknesses to.
		• Customer to submit an AUP with 'application'.	

M.McCarty	**Requirements Committee** –
	• Committee Chair Report
	   o "Raw Requirements" distributed
	   o "Refined Requirements" distributed		

J.Blank	**Engineering Committee** –
	• Phase 1 Recommendations
	   o Network Equipment
	      ▪ Juniper M20s
	   o Physical Plant
	      ▪ Dual 42U Locking Caged Racks
	      ▪ Dual Feed UPSs at least 4kVA
	      ▪ POTS Line for Management
		• Test redundancy.	

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	▪ Console Servers
	   o IP Allocation
	        ▪ Continue with regional ISP addressing
	        ▪ Move toward more Network Address Translation
	        ▪ net.work.Maryland will provide its services as a menu of options
	• Phase 1 Ordering Status
	   o Cross Lata Circuits
	   o Tail Circuits
	   o ISP Circuits
	   o ISP Services
	   o POTS Lines
	• Phase 2 Topics of Interest
	   o Transport Layer Discussions
	   o IP Allocation Discussions
	• Regular monthly meetings
	   o 2nd Tuesday of each month
	   o Defined agenda with discussion and votes
		• Jeff Blank suggested having 2 Customer Contracts where one would deal with IP addresses.
		
		• Richard Rose to forward St Mary's POC for Class B IP addresses.
		
		• CSC to present at October engineering meeting.
		• Forward any CSC questions or requests to Margo.
		   o Where are the access points?
		   o Would like to see the fiber test reports.
		   o Would like to know the planned fiber nodes statewide.
		• MCI to possibly present in November about new technologies.
			✓
			
			✓

Public Comments	**Other Business** – • MCI Question – DWDM in all LATAs? J.Blank Answer – Not yet decided • CSC PM brief introduction • Nortel Networks brief introduction		

R.Winsky	**Communications Committee** –
	• September 9, 2002 Meeting Highlights
	   o networkMaryland…. don't change the name, just take out the dots and keep the "halo"
	   o Collateral (e.g., postcard campaign?)
	   o Developing Frequently Asked Questions
	• Upcoming Events
	   o October 3 – ITB
	   o October 9 – LGIS
	   o October 16 – ITAC
		• Joe Scher to find money for 'marketing'.	

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	o October 30 – Kick-off Event (discussion continues)
	    o November 14-15 – Forum for Rural Maryland Rural Summit
	    o December 4-5 – Maryland Technology Showcase
	• Next Meeting: September 27, 2002, 9:00 a.m.
	• Frequently Asked Questions
	    o We invested in building our infrastructure for networkMaryland but it was paused. How can we be sure that it will be deployed this time?
	    o You say you will provide equal or better service to all stakeholders, but we are not getting fiber in your plan. How is that "equal to" others?
	    o How can I be assured that service levels, costs, and benefits are at least as good as my own network?
	    o Who else is actually using networkMaryland?
	    o Why should I join networkMaryland? What are the benefits?
	    o How will I see economic development growth in my area from networkMaryland?
		• Richard Rose to attend 9/27/02 meeting.
		
		• Forward any FAQ comments to Renee.
			✓

M.A.Slack	**Nonstandard Connection Proposals** –
	• Any proposal impacting network Maryland assets that is not a customer request for service. Examples:
	    o A resource sharing proposal requesting or offering dark fiber "owned" by networkMaryland
	    o A proposal from a state or local public entity requesting use of a networkMaryland-owned asset.
	• Purpose
	    o To apprise and acquire input from the Advisory Group on any proposal with potential impact to Network Maryland
	    o Cannot be "approval" as network Maryland will typically be one of a number of entities impacted
	    o Must account for legal and legislative requirements
	• Process Review
	    o Proposal received in prescribed format by nwMD team. Resource sharing proposal if by private entity
	    o Discussion was held regarding review process.
	    o Nonstandard Proposals to be submitted by the 1st
		• If using networkMaryland resources, the Advisory Group must review and indicate '"Recommend" or 'Not recommend".
		
		• Use the same process for public and private.
		• Add Nonstandard Proposal format requirements to the By-Laws.
		
		• To include with Nonstandard Proposal	

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	Tuesday of the month.
	○ Engineering Committee to review Nonstandard Proposals on the 2nd Tuesday of the month.
	○ Advisory Group to review Nonstandard Proposals the 3rd Tuesday of the month.
	○ Project Management teamwork within DBM for decision and actions
	
	• **SAILOR**
		submissions:
		   ○ Network diagrams
		   ○ Part numbers
		
		• Mary Ann to report on the fiber stock.
		• Proposal to be updated, then reviewed by the Engr Committee.
		• Proposal to include:
		   ○ Benefit of nwMd
		   ○ Technical specs
		   ○ Network diagram
		   ○ Costing	

	• **Baltimore Education PoP**	• To be reviewed by the Engr Committee.
		• Proposal to include:
		   ○ Benefit of nwMd
		   ○ Technical specs
		   ○ Network diagram
		   ○ Costing
		• Richard Rose to approach his council about networkMaryland redundancy.	

	General Comments	Next Advisory Group Meeting TBD.	✓
	Adjournment- The meeting adjourned at 3:12 PM		

Minutes Recorded by:
Jodey McGhee